

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Retirement, Termination, Continuing Employment	SECTION: R POLICY: 2
DATE: January 2013 REVISION DATE: October 2014	Administrator's Signature: _____	

RETIREMENT, TERMINATION, CONTINUING EMPLOYMENT

POLICY:

To ensure an orderly transition for staff changing status because of Termination, Retirement (accessing HOOPP pension) with continued part-time employment; to provide Leamington Mennonite Home effective administration of human resources.

PROCEDURE:

- A staff member, who wishes to effect a permanent change in their employment status with LMH, to access their pension, must commence the process with a written request, providing minimally, 6 months' notice to their LMH Department Leader.
- The Department Leader shall notify Human Resources, in writing, of the proposed termination/retirement. Human Resources will give written notice to the LMH Payroll Clerk and Chief Financial Officer to prepare for the pending Termination/Retirement, and in consultation with the staff member, determine a 'Retirement Date'.
- Human Resources will prepare a Job Posting for the pending vacancy. Note: there is no 30 days worked Trial Period for the staff member terminating/retiring. The retiring employee, if a UNIFOR member, must complete Letter of Understanding # 15. If not a UNIFOR member, the employee will confirm in writing that due to Retirement they confirm they will not apply for any full-time position at LMH.
- Where the retiring employee is Full-time, their Green Shield benefits continue to the end of the month of the Retirement Date.
- Where the terminating/retiring staff member (declares) applies for a part-time position, benefits in lieu shall commence on the first day of the month that occurs after the Retirement Date. Sick Leave (paid days) benefits cease immediately upon the Retirement Date. Earned vacation days must be scheduled by mutual agreement within one year of the Retirement Date. Float and Statutory Holidays will be treated as part-time effective from the Retirement Date.
- Seniority calculations will be completed by the LMH Payroll Clerk.
- Any staff member who continues with part-time employment after the Retirement Date, who has completed Letter of Understanding # 15 and who accesses HOOPP shall be eligible to receive a call-in after all other part-time staff have received the opportunity to work the call-in shift, and shall be called-in on a casual basis, in accordance with their Retirement Date.

- UNIFOR staff members who terminate/retire and complete Letter of Understanding # 15 permanently revoke the right to post into a full-time position. Seniority continues to apply for all purposes except full-time job postings (including temporary):
 - Posted Shifts
 - Call-ins
 - Overtime

- Only after all regular staff on the call – in list have been called (but before casual and student classifications) will these employees be offered call-ins or overtime opportunities.